



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Parole Orientation Check List

Youth's Full Name: _____

<i>Officer check</i>	<i>Client initial</i>	<i>Orientation items</i>	<i>Notes</i>
		1. Review and sign the Juvenile Parole Agreement, giving copies to both youth and parent(s), guardian(s), custodian(s) or their representative(s).	
		2. Review and sign Notification of Search form and give a copy to the parent(s), guardian(s), custodian(s) or their representative(s).	
		3. When appropriate, advise youth a letter has been sent to their parent(s), guardian(s), custodian(s) or their representative(s) advising them of their change of placement [refer to YCC 60-1 (H)].	
		4. Describe individual program activities and goals. Include as appropriate home rules, conditions, and concerns by the parent(s), guardian(s), custodian(s) or their representative(s) or Youth Service Provider. Complete and sign an appropriate agreement when necessary.	
		5. Explain any assessment or testing that will be required.	
		6. Other language if necessary. If English is not the first language, obtain an interpreter.	
		7. Identify special needs and services in accordance with YCC 4.2.2, Special Needs Offenders . Review specific treatment requirements.	
		8. Review Institutional Case Plan and last case progress review report, as well as updated information from the institutional caseworker. Discuss continuation of treatment goals and timeline involved. Advise youth within 30 days of release, an updated Case Progress Review Report/Parole Officer Summary will be established [YCC 60-1 (G)] and copies will be given to both the youth and the parent(s), guardian(s), custodian(s) or their representative(s).	
		9. Review policies YCC 1.3.12 and YCC 1.3.52 . Advise youth and parent(s), guardian(s), custodian(s) or their representative(s) these documents are available to copy on the internet – http://www.cor.mt.gov/YouthServices/default.mcp	

		Review policy DOC 1.3.14 and DOC 1.3.15 . Advise youth and parent(s), guardian(s), custodian(s) or their representative(s) these documents are available to copy on the internet – http://www.cor.mt.gov/Resources/Policy/default.mcp If the parent(s), guardian(s), custodian(s) or their representative(s) do not have access to the internet, copies of the policies will be provided.	
		10. The Officer will give the youth and parent(s), guardian(s), custodian(s) or their representative(s) the Grievance Procedure and form [60-12 and 60-12(A)] and explain the procedure. Advise youth and parent(s), guardian(s), custodian(s) or their representative(s) the grievance form is available to copy on the internet – http://www.cor.mt.gov/YouthServices/default.mcp . If the parent(s), guardian(s), custodian(s) or their representative(s) do not have access to the internet, copies of the form will be provided.	
		11. If the youth is being placed in a Guide Home, Group Home, or Foster Home, Officer will review the Disciplinary Action Restrictions [YCC 60-1 (E)] with the youth and Group Home providers, Guide Home parents, or Foster Home parents.	
		12. Review Interventions - Graduated Sanctions (YCC 100-2) available in the event of parole violations.	
		13. Provide youth with a copy of Juvenile Advisory of Rights, Parental Notification and Waiver Form [YCC 60-1 (M)] to assure rights are understood when questioned by law enforcement. Provide youth with a completed copy of the Parole Orientation Checklist.	

Further Notes (reference orientation item number)

Attempts to contact client for orientation (before successful contact):

Officer initial	Date	Time	Method attempted (home visit, telephone, mail or other) and result

Officer Signature

Date

Client Signature

Date

Parent(s), guardian(s), custodian(s) or their representative(s) Signature

Date